



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

## **ASSOCIATE ACCOUNTING ANALYST**

**\$4,619 - \$5,616**

### **ACCOUNTING SERVICES BUREAU SACRAMENTO**

#### **RESPONSIBILITIES:**

Under the general supervision of the Accounting Administrator I, Supervisor, the Associate Accounting Analyst independently performs the more difficult and complex professional accounting duties in the Accounts Receivable Unit. Duties include: Coordinates, develops, analyzes, and maintains the financial data; makes recommendations to streamline and improve Accounts Receivable processes and implements changes related to new legislation; monitors and analyzes billings and payments to ensure proper recording of billable items and receipts; reconciles Accounts Receivable records between CalSTARS and Oracle Financials; identifies and analyzes variances and discrepancies between CalSTARS and Oracle Financials; documents and completes required adjustments; functions as a liaison between the Accounting Services Bureau and Information Technology Division in the operation and maintenance of the Oracle Financials; acts as lead in collections and payments in the unit; assists in the preparation of the year-end financial statements.

#### **DESIRABLE QUALIFICATIONS:**

- Strong supervisory and organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Knowledge and experience working with Oracle Accounts Receivable Module.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Ability to work independently as well as part of a team.
- Good attendance.

#### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Associate Accounting Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

**DO NOT SUBMIT APPLICATIONS TO THE CalHR**

04/03/13 tb

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF  
RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
AGE OR SEXUAL ORIENTATION.**

---



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

**APPLICATION PROCEDURE:**

Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Associate Accounting Analyst #413-192-4588-010" on the State application.** For additional information, please call (916) 492-3351.

**FINAL FILING DATE:**      **April 15, 2013 – Close of Business (5:00 p.m.)**

**NOTE:**      **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE CalHR**

04/03/13 tb

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF  
RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
AGE OR SEXUAL ORIENTATION.**

---